

# Montclair Civic Building

6820 E. 12th Ave.,  
Denver, CO 80220



**DENVER**  
PARKS & RECREATION

**More Information and Reservations:**  
[www.denvergov.org/eventfacilities](http://www.denvergov.org/eventfacilities)



**Available:** Year-round - 7:00am - 10:00pm daily

**Minimum rental period:** 4 hours

Rental times must include set-up, clean up and any rehearsal

Reservations can be made up to **365 days** in advance  
No reservations are taken less than **30 days** in advance

**Capacity:** 50 inside / 75 including outdoor seating

**Fees:**

Weekdays (Mon - Thurs, before 4:00pm)	\$50/hour
Evenings (Mon - Thurs, after 4:00pm)	\$100/hour
Weekends (Fri - Sun) & Holidays	\$100/hour
Nonprofits:	50% discount

**Set-up & Clean-up:**

- Permit holders are responsible for all set-up and clean-up (including sweeping and mopping)
- Music and alcohol service must end 1 hour prior to permit end time
- Drop-off and pick-up of equipment, decor, food must be completed within permit times

**Prohibited:**

- Balloons, fake flower petals, birdseed, rice, glitter, confetti
- Open flame, adhesives, and draping decorations over rafters or light fixtures
- Pictures may not be removed from walls

\*Insurance is required for all events

